



## 2013 PRODUCER APPLICATION • APPLICATION PERIOD JUNE 1 - JUNE 7, 2013

TAEP provides cost share assistance for long term investments in Tennessee's livestock and farming operations. TAEP is a direct result of Tennessee's commitment to supporting its agricultural industry and rural economies.

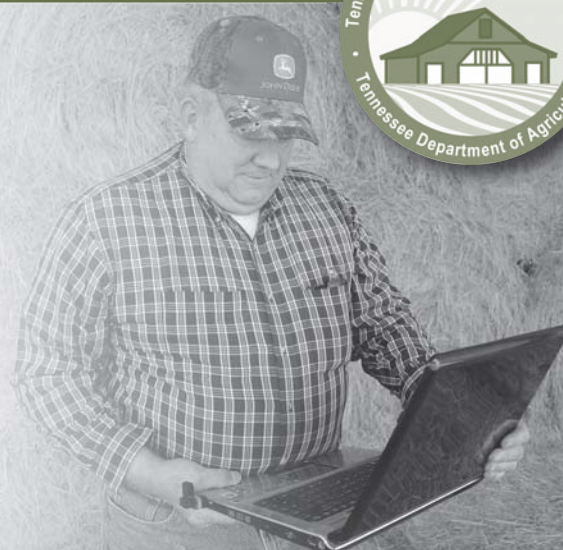
# New in 2013!

## TAEP Online

### Apply Online

- Go to [www.tn.gov/taep](http://www.tn.gov/taep) during application period
- Click on TAEP Online
- Click on 2013 TAEP Application A link  
*Application B (Producer Diversification) cannot be submitted online*
- Participation in TAEP Online is not mandatory

See page 2 to learn more about TAEP Online and how to apply



#### Livestock Equipment - see page 8

- Pasture sprayers
- Covered mineral feeders

#### Livestock Feed Storage - Dairy Only Items - see page 12

- Manure/lagoon pumps
- Manure/lagoon agitators
- Manure spreaders - liquid/dry

### Application Guide

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# TAEP ONLINE

## Applying Online

- Visit [www.tn.gov/taep](http://www.tn.gov/taep) during the application period
- Click on the TAEP Online link
- Click on the 2013 TAEP Application A link
- **If you have a TAEP Online account**
  - Click “yes” and enter your premise account number and password
  - Review your information and make updates if needed
  - Select cost share programs and indicate priority level (1-3)
  - Follow submission instructions and print a copy of your application
- **If you do not have a TAEP Online account**
  - Click “no” and complete all sections of the application
  - Follow submission instructions and print a copy of your application
  - Please note that a current email address is required

The screenshot shows the login interface for the Tennessee Agricultural Enhancement Program (TAEP). At the top, it says "Tennessee Agricultural Enhancement Program" and features the TAEP logo, which is a circular emblem with a house and the text "TAEP" and "Tennessee Department of Agriculture". Below the logo, it says "2013 TAEP Cost Share Application A". The main section is titled "Do you have a TAEP online account?". There are two radio button options: "Yes" and "No". If "Yes" is selected, there are input fields for "Premises Account #:" and "Password:". To the right of the password field is a link that says "Forgot Your Password?". If "No" is selected, there is a text field with the placeholder "I do not currently have a TAEP online account". Below these options is a "Continue" button. At the bottom of the form, there is a "Help" link.

## More about TAEP Online

TAEP Online is an account management system that allows producers participating in TAEP to view information about their account. Participants can view their history, make contact updates, and see current status of application and reimbursements.

If you have not participated in TAEP previously, you will not have an online account but you will be able to apply online during the application period.

## Accessing your TAEP Online Account

In order to access your TAEP Online account, you will need a current email address, your TAEP ID number, and your premises account number.

If you have not received your TAEP ID number, email [taep.online@tn.gov](mailto:taep.online@tn.gov) to request a number. Include your name, address and premises account number in the email. The last date to request a TAEP ID number for the 2013 application period is May 30, 2013.

*Electronic applications are not mandatory. Paper application A can be submitted using the form on page 15 of this booklet.*

## 2013 Producer Cost Share Opportunities

Programs	Cost Share Maximums		Reimbursement Deadlines
	35% Standard Producer	50% Master Producer	
Genetics Cattle and Goats/Sheep	\$1,200	\$1,200	May 1, 2014
	Maximum reimbursement for Goats/Sheep is \$350		
Livestock Equipment	\$3,500	\$3,500	Dec. 1, 2013
Hay Storage	\$7,500	\$7,500	May 1, 2014
Livestock Feed Storage	\$10,000	\$10,000	Dec. 1, 2013
Grain Storage	\$15,000	Not Available	May 1, 2014
Producer Diversification	\$10,000	\$15,000	May 1, 2014

### 50% Master Producer Requirements – Application A

Genetics, Livestock Equipment, Hay Storage, Livestock Feed Storage, Grain Storage

- Applicants must complete a course related to their operation to be eligible for 50% cost share
- The course must be completed by the applicant prior to the program reimbursement deadline
- Eligible Courses
  - Master Beef Producer (MBP)
  - Master Meat Goat Producer (MMGP)
  - Three or more Tennessee Quality Milk Initiative (TQMI) modules

Eligibility By Program	Genetics	Cattle or goats/sheep producers taking MBP, MMGP or TQMI
	Livestock Equipment	Cattle or goats/sheep producers taking MBP, MMGP or TQMI
	Hay Storage	Cattle, goats/sheep or hay producers taking MBP, MMGP or TQMI
	Livestock Feed Storage	Cattle or goats/sheep producers taking MBP, MMGP or TQMI
	Grain Storage	Not Available

### 50% Master Producer Requirements – Application B

Producer Diversification

- Applicants must attend certain events related to their operation or obtain required certification
- Applicants must have participated in events from 2011 - 2014
- All certifications must be completed by the applicant prior to the program reimbursement deadline
- Eligible Courses
 

◦ Tennessee Agritourism Conference	◦ Good Ag Practices (GAP) Certification
◦ Agritourism Workshop	◦ Tennessee Horticultural Expo
◦ Direct Marketing Sense Course	◦ UT BeeMaster Course
◦ Direct Marketing Workshop	◦ UT Master Nursery Course
◦ GAP Food Safety Workshop	◦ USDA Organic Certification

See pages 17-19 for information on requirements per industry sector.

Find your local UT/TSU Extension office and inquire about educational course offerings by visiting

**[utextension.tennessee.edu](http://utextension.tennessee.edu) and [www.tnstate.edu/extension](http://www.tnstate.edu/extension)**

TDA offers partial scholarships for participation in UT/TSU Extension's MBP, MMGP, MBee and/or TQMI programs.

Funding is paid directly to UT.

- |  |   |
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| • Master Beef Producer Scholarship - \$100 | • Master Meat Goat Producer Scholarship - \$100 |
| • BeeMaster Scholarship - \$50             | • TQMI Module Scholarship - \$40 per session    |

## ELIGIBILITY REQUIREMENTS

1. Applicant must be a citizen of the United States of America and/or lawfully present in the United States.
2. Applicant must be an individual Tennessee resident operating a farm located in Tennessee.
3. Applicant must be at least 18 years old on application date.
4. Applicant must have the ability and financial capacity to complete the project.
5. Applicant must meet minimum livestock/acreage requirements for each program applied for, where applicable.

Head of livestock = maximum number of single type, regardless of sex or age, **at one time** during the last 12 months.

6. Applicant or a member of the applicant's immediate family must own land where **permanent structures** will be built.

- Immediate family members include: spouse; children; parents; siblings; grandparents; grandchildren; great grandparents; and spouse's children, parents, siblings, grandparents, grandchildren, great grandparents.
- Livestock Equipment projects can be located on leased land.
- See Hay Storage, Livestock Feed Storage, Grain Storage and Producer Diversification programs for more information.

7. **Premises registration** is required for applicants with livestock on their operations.

- Applicant name must match contact name (primary or alternate) listed on premises account to be eligible.
- The premises account number is tied to the individual.
- The premises id number is tied to the farm address.
- An individual can have multiple premises id numbers if they have multiple farm locations.
- The farm address listed on the cost share application must match the address for the premises id listed on the application.
- Premises registration forms and instructions are available from TDA by calling 615-837-5120 or at [www.tn.gov/agriculture/regulatory/livestock.html](http://www.tn.gov/agriculture/regulatory/livestock.html).

8. Beef and Dairy cattle producers must have current **TN Beef Quality Assurance Certification (BQA)** at date of application.

BQA is a two-hour educational course on cattle management and care sponsored by the Tennessee Cattlemen's Association (TCA). BQA numbers must be renewed every two years and CURRENT at time of application. Contact TCA for additional information on BQA classes at 615-896-2333, [info@tncattle.org](mailto:info@tncattle.org), [www.tncattle.org](http://www.tncattle.org) or your local UT Extension office, [utextension.tennessee.edu](http://utextension.tennessee.edu).

9. Swine producers must have current **Pork Quality Assurance Plus Certification (PQA)** at date of application.

PQA Plus is a two-hour educational course on swine management and care sponsored by the Tennessee Pork Producers Association (TPPA). PQA numbers must be renewed every three years and CURRENT at time of application. Contact TPPA for additional information on PQA Plus classes at 615-274-6533 or [tnpork@tds.net](mailto:tnpork@tds.net).

10. Dairy producers (cattle, goats and sheep) must be permitted by TDA to be eligible as a dairy.

Contact TDA Regulatory Services, Food and Dairy Division, at 615-837-5193, for permit information.

11. Certifications, permits and other priority requirements as specified by program must be **completed by the applicant**. No substitutions allowed.

This applies to: BQA, PQA, dairy permit, premises registration, master producer certifications, and Producer Diversification requirements.

## TAEP Reserves the Right to:

- Reject any or all requests.
- Modify program criteria, approval and payment processes.
- Provide partial funding for specific activity components that may be less than the full amount requested.
- Require additional information from the applicant.
- Deny payments for projects that do not meet requirements.

# RULES

## Application Rules

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1. Applications must be submitted during the application period June 1-7, 2013.
  - Applications may be submitted by one the following methods:
    - Online – June 1, 2013 through June 7, 2013.
    - Mail – Applications must have a postmark date ranging from June 1, 2013 through June 7, 2013.
    - Hand delivery to TDA, 440 Hogan Road, Nashville, TN between June 3, 2013 - June 7, 2013.
  - Faxed or emailed applications will not be accepted.
  - Applications postmarked or hand delivered **prior** to June 1, 2013 and **after** June 7, 2013 are ineligible.
2. Application A cost share requests will be **approved by priority level**.  
(Genetics, Livestock Equipment, Hay Storage, Livestock Feed Storage, and Grain Storage)
  - Applicants must prioritize their requests in the order of importance to their operation in 2013. (1=first priority, 2=second priority, 3=third priority).
  - Applicants can apply for no more than three cost share requests per application period.
3. Application B cost share requests are evaluated on a competitive basis by industry sector. (Producer Diversification).
4. Applicants may only submit one Application A per premises or property, per household, per business, per application period.
5. Applicants may only submit one Application B per premises or property, per household, per business, per application period.
6. Applicant will be notified in writing of approval or disapproval. Allow 10 weeks for application processing.

## Reimbursement Rules

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1. Receipts/payments dated prior to June 1, 2013 are not eligible.
2. Cash receipts or receipts for in-kind services are not eligible (trade-in value is not eligible).
3. Used equipment, used materials and leased equipment are not eligible for cost share reimbursement.
4. Labor provided by applicant or their employees is not eligible for cost share reimbursement. Labor of any type is not eligible under Livestock Equipment.
5. Applicant cannot be reimbursed for purchases from a business where applicant participates in ownership (producer cooperatives excluded).
6. Applicants cannot combine projects with other applicants.
7. Proof of payment is required in the form of cancelled check copies (bank provided cancelled check copies are acceptable), cashier's check, money order or credit receipt/statement.
8. Reimbursement documentation must be postmarked or hand delivered by the deadline. Allow 10 weeks for processing. Additional processing time is required for incomplete requests and requests submitted within one month of the program deadline.
9. There can only be one reimbursement payment per cost share approval. Projects must be completed before submitting reimbursement documentation.
10. Failure to complete projects and utilize any allocated funds can affect eligibility for future program participation.
11. Falsifying applications, invoices or other documents submitted to TDA may make producer and farm ineligible to participate in present and/or future TDA programs, and may result in civil litigation or criminal prosecution.

## Verification Rules

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1. Applicant must utilize equipment and structures purchased with cost share funds for the intended purpose of the program for a **minimum of three continuous years from date of purchase**.
2. Site visits relating to the performance of the activity before, during and after completion may take place.
3. Applicants may be required to repay funds if they fail to comply with all aspects of the cost share guidelines.



# GENETICS - CATTLE

Livestock Minimum Requirements	Property	Premises Registration	Certifications	Cost Share \$1,200 Maximum	
Cattle - 30 Head	Owned or Leased	Required	BQA - Beef and Dairy	Standard 35%	Master 50%
Head of livestock = maximum number of single type, regardless of sex or age, <b>at one time</b> during the last 12 months.					

- Producers who qualify for both Cattle and Goats/Sheep can only receive \$1,200 total reimbursement, with \$350 maximum allowed for Goats/Sheep.

## PROGRAM GOALS: Increase the marketability, longevity and reputation of Tennessee's cattle

**GUIDELINES** use application A, pages 15 and 16 to apply

### Eligible Items

- Bulls (natural service)
  - Purchased bulls - ownership must be maintained for a min. of 15 months
  - Leased bulls - terms of lease - min. of 60 days up to one year
    - Max. lease reimbursement - \$400
- Artificial Insemination (AI)
  - Semen tanks
  - Purchase of semen from eligible AI sires
    - Semen packages - max. reimbursement \$15 per straw
- Supplies & Equipment
  - Estrus synchronization
  - Heat detection - *computerized systems not eligible*
  - AI kit, contents and sanitation supplies
  - Liquid nitrogen fills
- AI technician fees - *mileage not eligible*
- AI training certification - max. reimbursement \$200
- Testing - *mileage not eligible*
  - Breeding soundness evaluation (BSE)
  - Pregnancy testing

### Requirements

Expected Progeny Differences (EPD's) and Lifetime Net Merit (LNM) have changed for this application period. Breed eligibility criteria will be posted online by July 1, 2013 at [www.tn.gov/taep](http://www.tn.gov/taep) and will be included in producer approval packet.

- Beef - AI and/or natural service bulls must meet or exceed the min. requirements for one of the following three **bull types**:
  - Balanced bulls (balance of good calving ease, growth and maternal)
  - Terminal bulls (improved growth with acceptable calving ease; maternal not required) for use on mature cows
  - Calving ease bulls (improved calving ease with acceptable growth and maternal)

Each **bull type** (Balanced, Terminal or Calving ease bull) has a different set of EPD requirements - the required set of EPD's must be met for each of the following three EPD trait categories:

  - Calving ease (CE or BW)
  - Growth (WW or YW)
  - Maternal (Milk range)

EPD values must be current as of June 1, 2013
- Dairy - AI and/or natural service bulls must meet or exceed the min. requirements for one of the following two trait categories
  - Lifetime Net Merit (LNM)
  - Breed index (ex. TPI for Holstein / JPI for Jersey)

LNM or Index values must be current as of June 1, 2013
- Breeding Soundness Evaluation (BSE)
  - Bulls must pass a BSE - certificate from a licensed veterinarian must be included with reimbursement request
  - BSE must be completed within 90 days of purchase or reimbursement
- Electronic Identification (EID) - 15 digit number
  - Producer must identify bull with an electronic identification tag and provide number to TDA
  - Tags can be purchased at most farm supply stores or local veterinarian
- Artificial Insemination (AI)
  - Cost of AI technicians or Tennessee licensed veterinarian fees are eligible  
AI technicians must be certified by an accredited AI company
  - Producers certified to do AI through an accredited program (e.g., Genex, ABS or Select Sires, etc) can do their own AI work  
*Producer labor is not reimbursable*
- AI Certification
  - Training must be sponsored by an AI company that is a member of the National Association of Animal Breeders (NAAB) and follows the recommended guidelines
  - Min. of two days training required - part of which must be in a classroom environment
- Testing
  - BSE & pregnancy testing - must be performed by a Tennessee licensed veterinarian
  - Veterinarian testing record with individual animal ID must be submitted for reimbursement

### Ineligible Items

- Producer time and labor for AI work will not be reimbursed
- Embryo transfer
- Herd evaluation
- AI registration certificates
- Mileage, transportation and delivery expenses
- Computerized heat detection systems
- Carcass ultrasounding

## GENETICS - GOATS/SHEEP

Livestock Minimum Requirements	Property	Premises Registration	Cost Share \$350 Maximum	
Goats and/or Sheep - 50 Head	Owned or Leased	Required	Standard 35%	Master 50%
Head of livestock = maximum number of single type, regardless of sex or age, <b>at one time</b> during the last 12 months.				

- Producers who qualify for both Cattle and Goats/Sheep can only receive \$1,200 total reimbursement, with \$350 maximum allowed for Goats/Sheep.

### PROGRAM GOALS: Increase the marketability, longevity and reputation of Tennessee's goats & sheep

**GUIDELINES** use application A, pages 15 and 16 to apply

Eligible Items - Goats	Eligible Items - Sheep
<ol style="list-style-type: none"> <li>Bucks (natural service) <ol style="list-style-type: none"> <li>Must be registered fullblood or purebred bucks</li> <li>Purchased bucks - ownership must be maintained for a min. of two successive breeding seasons</li> </ol> </li> <li>Artificial Insemination (AI) <ol style="list-style-type: none"> <li>Semen tanks</li> <li>Purchase of semen from registered fullblood or purebred meat, dairy or fiber bucks</li> <li>Supplies &amp; equipment <ul style="list-style-type: none"> <li>Estrus synchronization</li> <li>Heat detection - <i>computerized systems not eligible</i></li> <li>AI kit, contents and sanitation supplies</li> <li>Liquid nitrogen fills</li> </ul> </li> <li>Tennessee licensed veterinarian AI fees - <i>mileage not eligible</i></li> </ol> </li> <li>Testing - <i>mileage not eligible</i> <ol style="list-style-type: none"> <li>Breeding soundness evaluation</li> <li>Pregnancy testing</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>Rams (natural service) <ol style="list-style-type: none"> <li>Must be registered rams</li> <li>RR results for the Codon 171 Genotype test</li> <li>NN results for the Spider Syndrome Genotype test</li> <li>Purchased rams - ownership must be maintained for a min. of two successive breeding seasons</li> </ol> </li> <li>Artificial Insemination (AI) <ol style="list-style-type: none"> <li>Semen tanks</li> <li>Purchase of semen from registered meat, dairy or fiber rams</li> <li>Supplies &amp; equipment <ul style="list-style-type: none"> <li>Estrus synchronization</li> <li>Heat detection - <i>computerized systems not eligible</i></li> <li>AI kit, contents and sanitation supplies</li> <li>Liquid nitrogen fills</li> </ul> </li> <li>Tennessee licensed veterinarian AI fees - <i>mileage not eligible</i></li> </ol> </li> <li>Testing - <i>mileage not eligible</i> <ol style="list-style-type: none"> <li>Breeding soundness evaluation</li> <li>Pregnancy testing</li> </ol> </li> </ol>
Requirements - Goats	Requirements - Sheep
<ol style="list-style-type: none"> <li>Breeding Soundness Evaluation (BSE) <ol style="list-style-type: none"> <li>Bucks must pass a BSE - certificate from a licensed veterinarian must be included with reimbursement request</li> <li>Must be completed within 90 days of purchase or reimbursement</li> <li>Must include confirmation of satisfactory semen quality-based on collection by electro ejaculation or smear from fresh bred doe</li> </ol> </li> <li>Official Identification - tattoo, microchip or scrapie tag <ol style="list-style-type: none"> <li>Producer must identify buck with an official identification and provide number to TDA</li> </ol> </li> <li>Artificial Insemination (AI) <ol style="list-style-type: none"> <li>Cost of Tennessee licensed veterinarian AI fees are eligible</li> <li>Producers certified to do AI through an accredited program can do their own AI work - <i>Producer labor is not reimbursable</i></li> </ol> </li> <li>Testing <ol style="list-style-type: none"> <li>BSE &amp; pregnancy testing - must be performed by a Tennessee licensed veterinarian</li> <li>Veterinarian testing record with individual animal ID must be submitted for reimbursement</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>Breeding Soundness Evaluation (BSE) <ol style="list-style-type: none"> <li>Rams must pass a BSE - certificate from a licensed veterinarian must be included with reimbursement request</li> <li>Must be completed within 90 days of purchase or reimbursement</li> <li>Must include confirmation of satisfactory semen quality-based on collection by electro ejaculation or smear from fresh bred ewe</li> </ol> </li> <li>Official Identification - tattoo, microchip or scrapie tag <ol style="list-style-type: none"> <li>Producer must identify ram with an official identification and provide number to TDA</li> </ol> </li> <li>Artificial Insemination (AI) <ol style="list-style-type: none"> <li>Cost of Tennessee licensed veterinarian AI fees are eligible</li> <li>Producers certified to do AI through an accredited program can do their own AI work - <i>Producer labor is not reimbursable</i></li> </ol> </li> <li>Testing <ol style="list-style-type: none"> <li>BSE &amp; pregnancy testing - must be performed by a Tennessee licensed veterinarian</li> <li>Veterinarian testing record with individual animal ID must be submitted for reimbursement</li> </ol> </li> </ol>
Ineligible Items	
<ol style="list-style-type: none"> <li>Producer time and labor for AI work will not be reimbursed</li> <li>Embryo transfer</li> <li>Herd evaluation</li> <li>AI registration certificates</li> </ol>	<ol style="list-style-type: none"> <li>Mileage, transportation and delivery expenses</li> <li>Computerized heat detection systems</li> <li>Carcass ultrasounding</li> </ol>

# LIVESTOCK EQUIPMENT

Livestock Minimum Requirements	Property	Premises Registration	Certifications	Cost Share \$3,500 Maximum	
Cattle - 30 Head Goats/Sheep - 50 Head	Owned or Leased	Required	BQA - Beef and Dairy Permit - Dairy	Standard 35%	Master 50%
Head of livestock = maximum number of single type, regardless of sex or age, <b>at one time</b> during the last 12 months.					

## PROGRAM GOALS: Improve long term livestock husbandry and management capabilities and enhance farm safety

**GUIDELINES** use application A, pages 15 and 16 to apply

### A. Eligible Items Dairy, Beef, Goats/Sheep

- Head gate
- Squeeze chute (concrete to level)\*
- Palpation cage
- Single animal scale (concrete to level)\*
- Multiple animal scale (concrete to level)\*  
Scales used for commerce must be state certified
- Hoof trimming table or chute
- Hay ring and/or cone insert
- Slant bar hay feeding wagon
- Pasture sprayers (must meet all of the following specifications to be eligible)
  - Minimum tank capacity: 100 gal.
  - Minimum pump output: 20 gal. per minute
  - PTO or hydraulically driven roller or centrifugal pump
- Covered mineral feeders (stand alone and ground only) - insecticide and/or oil applicator combinations are not eligible
- Feed bins and/or unload augers - min. bin capacity/4 dry tons (concrete pad to level)\*
- Creep feeder and/or panels
- Bunk feeders-concrete formed and/or steel (concrete to level)\* plastic not eligible
- Automatic cube pellet feeders
- EID, portable and/or panel readers
- Tubular gates and/or portable corral panels for Livestock Management use only
- Holding chute/alleyway
- Crowding tub system
- Loading chute
- Curved or offset working chute
- Holding pen
  - Requirements
    - Securely attached to a handling, working or loading system
    - Completely enclosed perimeter - stand alone sides not eligible
    - Ineligible Item 7.
    - Maximum size: 30,000 sq. ft.

#### (Items 17 - 21)

#### Working system guidelines

- Must conform to the individual item description & requirements
- Eligible components and materials include:
  - Item #16
  - Alley panels
  - Alley frames, rolling doors, backstops
  - Wire stockade or bull panels (1 to 6 gauge)
  - Lumber - boards and/or posts
  - Metal posts - includes I-beams, piping and/or T-posts
  - Concrete for setting posts\*

### B. Dairy Only Items Dairy producers can also purchase items listed in section A

- Headlock and/or dairy stanchions and palpation rails
- Commercial water heater<sup>1</sup>
- Water sterilization equipment
- Plate exchanger for cooling
- Milk vacuum pump
- Milker pulsation equipment
- Vacuum system regulators
- Vacuum gauges
- Milk pipeline system<sup>2</sup>
- Milking equipment service contract<sup>3</sup>
- Antibiotic test kits for on farm use<sup>4</sup>
- Milk quality lab analyses

### C. Goats/Sheep Only Items Goats/Sheep producers can also purchase items in section A

- Kidding/lambing pen, max. size per pen, 144 sq. ft. (12x12)
- Fitting stand/hoof trimming table or chute
- Tilt/roll table (concrete to level)\*

#### Ineligible Items

- Used equipment and used materials
- Labor of any type
- Material and labor for the installation of electrical service to bins or equipment
- Fuel
- Delivery charges
- Overhead coverings or roofing materials for working facilities/equipment
- Woven wire, barbed wire, high tensile, electric fence, or any stand alone fences
- Tanks
- Liquid handling systems
- Watering systems, fencing and high traffic areas - contact the Soil Conservation District office in your county to apply for cost share assistance on these practices
- Concrete, except where noted by (\*)
- Gravel
- Geotextile
- Ear tags, taggers or software
- Hoof trimmers
- Hay un-rollers
- Plastic feed bunks/troughs
- Wagons and trailers
- Semen tanks - now eligible in genetics (pages 6 & 7)
- Guard rails
- Fans
- Calf hutches
- Portable feed bins & gravity wagons

<sup>1</sup> Water heaters must be capable of maintaining a water temperature of 165 degrees

<sup>2</sup> Includes but not limited to automatic washer/sanitizing unit, clean in-place unit, washers, milker claws (units), vertical wash vat, monitoring systems

<sup>3</sup> Milking equipment service contracts must be no longer than a 12 month period

<sup>4</sup> Cow-side tests including incubator or heater block and test kits  
\* Concrete allowed on these items only, labor is not included



# GRAIN STORAGE

Acreage Minimum Requirements	Property	Premises Registration	Cost Share \$15,000 Maximum
100 Acres in row crop production	Applicant or Family Owned - for bins and permanent equipment	Required for Livestock Producers	Standard 35%

- Approvals will be allocated for the maximum amount. Reimbursements will be based on finished project up to maximum.
- Quotes are not required to request cost share funds.
- It is the applicant's responsibility to ensure that their project is eligible and meets all TAEP criteria.

## PROGRAM GOALS: Improve quantity, quality and marketing through proper storage and management

**GUIDELINES** use application A, pages 15 and 16 to apply

### Eligible Items

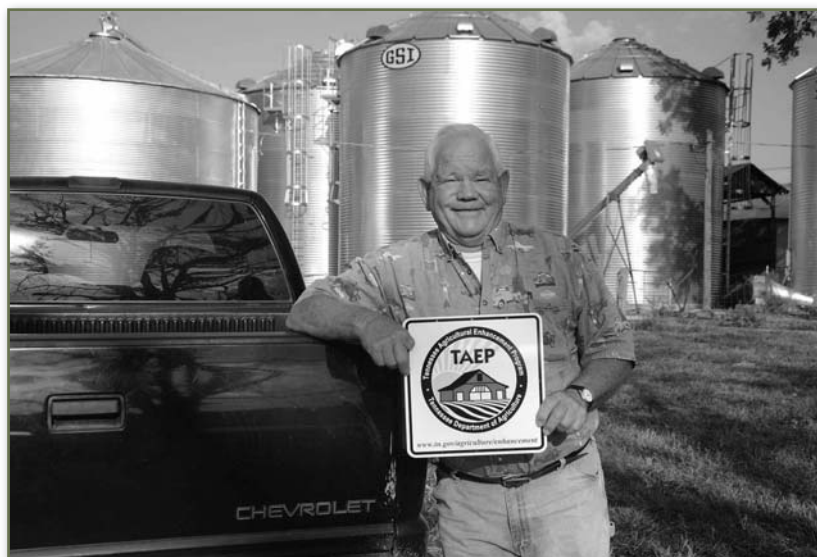
- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. New permanent bins - min. capacity of 10,000 bushels <ul style="list-style-type: none"> <li>• Smaller capacity bins can be combined to reach 10,000 bushels minimum</li> </ul> </li> <li>2. New permanently affixed equipment and accessories, necessary for proper and safe handling of grain, including drying and aeration components, conveyors and bin unload augers</li> <li>3. Labor conducted by a contractor or the supplier for the construction of new bins and installation of new equipment - reimbursement for labor cannot exceed 30% of total reimbursement - <i>labor provided by the applicant or their employees is not eligible</i></li> </ol> | <ol style="list-style-type: none"> <li>4. Portable bagging system</li> <li>5. Grain vacuum</li> <li>6. Transport auger</li> <li>7. Site preparation <ol style="list-style-type: none"> <li>a. concrete foundations</li> <li>b. aprons</li> <li>c. pads</li> <li>d. associated labor and materials for construction of new bins and/or equipment</li> </ol> </li> </ol> |
|--|--|

### Requirements

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. It is the applicant's responsibility to ensure that their project is eligible and meets all TAEP criteria.</li> </ol> | <ol style="list-style-type: none"> <li>2. Bins and permanent equipment must be built and/or installed on applicant owned land or land owned by a member of the applicant's immediate family. <i>Only one approval per property.</i></li> </ol> |
|---|--|

### Ineligible Items

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Grain/gravity wagons</li> <li>2. Material and labor for the installation of electrical service to bins or equipment</li> <li>3. Plastic used in bagging</li> </ol> | <ol style="list-style-type: none"> <li>4. Labor provided by applicant or their employees</li> <li>5. Any grain bin or grain handling equipment for commercial purposes</li> <li>6. Addition of rings to existing bins to increase capacity</li> <li>7. Used bins, equipment and used materials</li> </ol> |
|--|---|



# HAY STORAGE

Livestock/Acreage Minimum Requirements	Property	Premises Registration	Certifications	Cost Share \$7,500 Maximum	
Cattle - 30 Head Goats/Sheep - 50 Head Hay - 50 Acres	Applicant or Family Owned	Required for Livestock Producers	BQA - Beef and Dairy	Standard 35%	Master 50%
Head of livestock = maximum number of single type, regardless of sex or age, <b>at one time</b> during the last 12 months.					

- Approvals will be allocated for the maximum amount. Reimbursements will be based on finished project up to maximum.
- Quotes are not required to request cost share funds.
- It is the applicant's responsibility to ensure that their project is eligible and meets all TAEP criteria.
- Applicants who received a Hay Storage approval in 2012 are NOT eligible to apply for Hay Storage in 2013.

## PROGRAM GOALS: Improve quantity and nutritional quality by using proper storage and management

**GUIDELINES** use application A, pages 15 and 16 to apply

### Eligible Items

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. New structures and additions to existing structures               <ol style="list-style-type: none"> <li>a. New structures must be a min. of 900 sq. ft. - loft or 2nd level will not be considered in total sq. ft. of structure</li> <li>b. Min. eave height - 14 ft. high clearance for new structures and additions</li> <li>c. Use of structure must be for hay storage only</li> <li>d. At least one side/end must be completely open</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>2. Site Preparation - site must be well drained; cost of elevated pad construction is eligible, <i>clearing of land is not eligible</i></li> <li>3. Roof - metal, shingles, or a polymer coated fabric (e.g., Cover- All, Clear Span, Super Structure, etc.)</li> <li>4. Flooring - recommended but not required; 4- 6 inches of gravel on geotextile fabric is eligible for cost share</li> <li>5. Labor conducted by a contractor - <i>labor provided by applicant or their employees is not eligible</i></li> </ol> |
|--|---|

### Requirements additional requirements page 11

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. It is the applicant's responsibility to ensure that their project is eligible and meets all TAEP criteria.</li> <li>2. Hay storage structures must conform to the minimum requirements and guidelines of the University of Tennessee Extension Service. These guidelines are available at county UT Extension offices or online at <a href="http://www.tn.gov/taep">www.tn.gov/taep</a> under Hay Storage.</li> </ol> | <ol style="list-style-type: none"> <li>3. Hay storage structures must be built on applicant owned land or land owned by a member of the applicant's immediate family.</li> </ol> |
|---|--|

### Reimbursement maximums per square foot

Approvals will be allocated for the maximum amount.

Reimbursements will be based on finished project up to maximum per square foot.

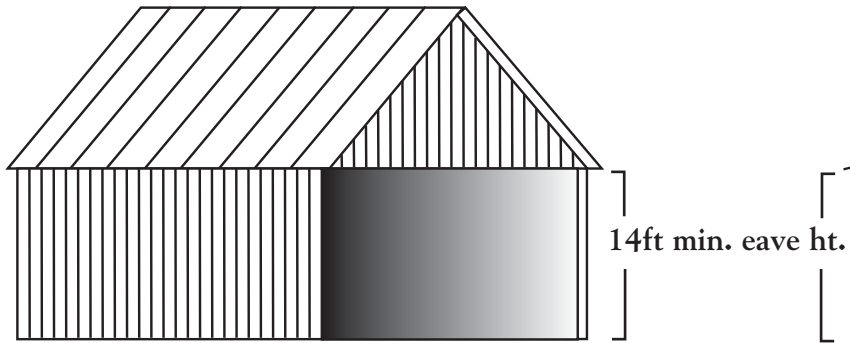
- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. <b>35% Cost Share - Standard Producer</b><br/>\$2.00/ sq. ft. max.<br/>Gravel and site prep - Max \$300<br/>Total reimbursement not to exceed \$7,500</li> </ol> | <ol style="list-style-type: none"> <li>2. <b>50% Cost Share - Master Producer</b><br/>\$3.00/sq. ft. max.<br/>Gravel and site prep - Max \$500<br/>Total reimbursement not to exceed \$7,500</li> </ol> |
|--|---|

### Ineligible Items

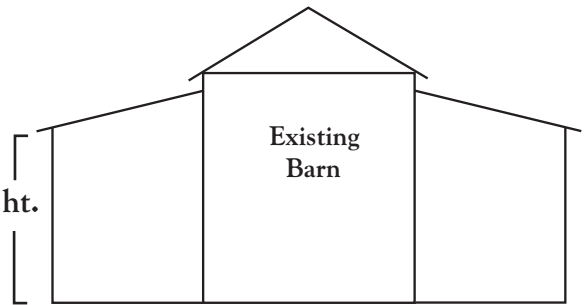
- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Cost of clearing land</li> <li>2. Renovations of existing structures</li> <li>3. Labor provided by applicant or their employees</li> <li>4. Concrete flooring</li> </ol> | <ol style="list-style-type: none"> <li>5. Completely enclosed buildings - no more than three walls</li> <li>6. Doors - walk through and drive through</li> <li>7. Used materials are not eligible for reimbursement</li> </ol> |
|--|--|



## HAY STORAGE EXAMPLES

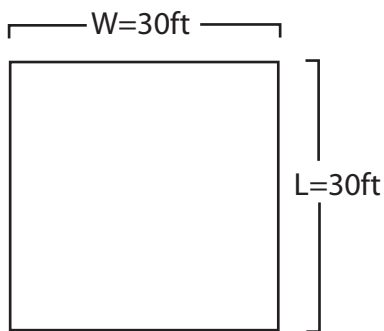


New Structure

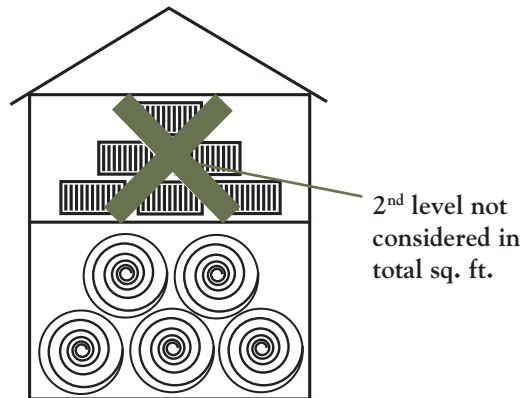


Additions to existing structure

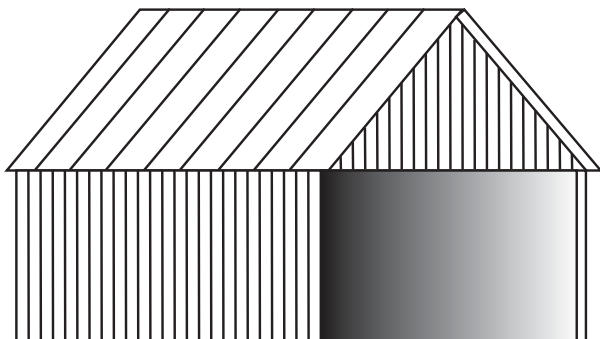
Minimum Size - 900 sq. ft., *new structures only*  
length (ft.) x width (ft.) = sq. ft.



Example: 30 ft. x 30 ft. = 900 sq. ft.



Completely enclosed buildings are not eligible.



At least one side/end must be completely open.

# LIVESTOCK FEED STORAGE

Livestock/Acreage Minimum Requirements	Property	Premises Registration	Certifications	Cost Share \$10,000 Maximum	
Cattle - 100 Head Goats/Sheep - 150 Head Broilers - 10,000/yr Layers - 5,000/yr Swine - 100 Head	Applicant or Family Owned - for commodity sheds and silos	Required	BQA - Beef and Dairy PQA Plus - Swine Permit - Dairy	Standard 35%	Master 50%
Head of livestock = maximum number of single type, regardless of sex or age, <b>at one time</b> during the last 12 months.					

- Approvals will be allocated for the maximum amount. Reimbursements will be based on finished project up to maximum.
- Quotes are not required to request cost share funds.
- It is the applicant's responsibility to ensure that their project is eligible and meets all TAEP criteria.

## PROGRAM GOALS: Improve long term feed storage, cost efficiency and feed quality

**GUIDELINES** use application A, pages 15 and 16 to apply

### Eligible Items

1. Mixer wagons and grinder/mixers - equipment directly used to mix and/or grind hay, grain and other supplements for feed
2. Hay wrappers - machinery used for the wrapping of hay for use as haylage
3. Commodity shed - new structures and additions to existing structures used for storage of bulk raw commodities, including whole grains and co-products used in a mixing process to produce feed (see page 13 for minimum specifications)
4. Silage baggers - machinery used for the bagging or debagging of silage
5. Silos - ground and upright for storage of silage - must have concrete floors and walls
6. Labor - labor conducted by a contractor, or the supplier for construction of infrastructure and installation of new equipment; **reimbursement for labor cannot exceed 30% of total reimbursement** - labor provided by the applicant or their employees is not eligible

#### Dairy Only Items

1. Stationary milk tanks
2. Generators for dairy barn
3. Manure/lagoon pumps
4. Manure/lagoon agitators
5. Manure spreaders - liquid/dry



#### Poultry and Swine Only Items

1. Generators for poultry or swine barn
2. Feed bin that has a minimum capacity of 4 tons and its only purpose is for on farm storage of animal feed

### Requirements additional specifications page 13

1. It is the applicant's responsibility to ensure that their project is eligible and meets all TAEP criteria.
2. Applicants cannot be reimbursed for the same type of equipment or item in two consecutive program years.
3. Commodity sheds and silos must be built on applicant owned land or land owned by a member of the applicant's immediate family.

### Ineligible Items

1. Feed bins for cattle and goats/sheep, see Livestock Equipment (page 8)
2. Bins that will be used for storage of bulk commodities not directly used for feed
3. Skid steers and attachment implements for existing equipment
4. Plastic used in bagging or wrapping procedures
5. Grain elevators or other equipment used to load or unload bins or silos
6. Grain/gravity wagons
7. Commodity sheds used for storage of materials other than bulk raw commodities (e.g., hay and commercial mixed feeds)
8. Renovations of existing structures and equipment
9. Used equipment and used materials
10. Labor provided by applicant or their employees
11. Completely enclosed commodity sheds - no more than three exterior walls
12. Doors - walk through and drive through
13. Material and labor for the installation of electrical service to equipment

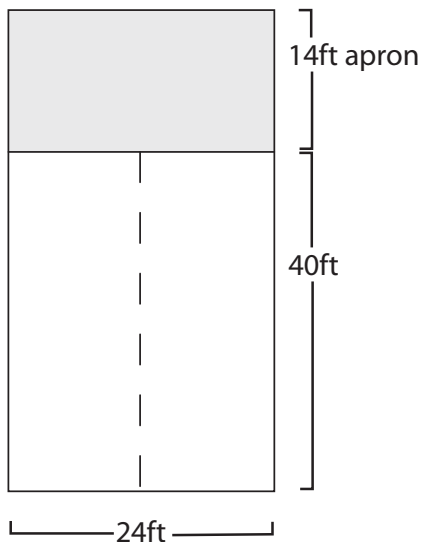
# COMMODITY SHED EXAMPLES

## Minimum Specifications

1. No more than three EXTERIOR walls, *completely enclosed buildings are not eligible*
2. Structure must have at least four reinforced INTERIOR walls, 4 ft. min. ht.
3. Minimum 14 ft. concrete apron
4. Bays - two or more
5. Concrete floor
6. Minimum 960 sq. ft.
7. Minimum height requirements:
  - Monoslope roof - 18 ft. front
  - Gable roof - 16 ft.

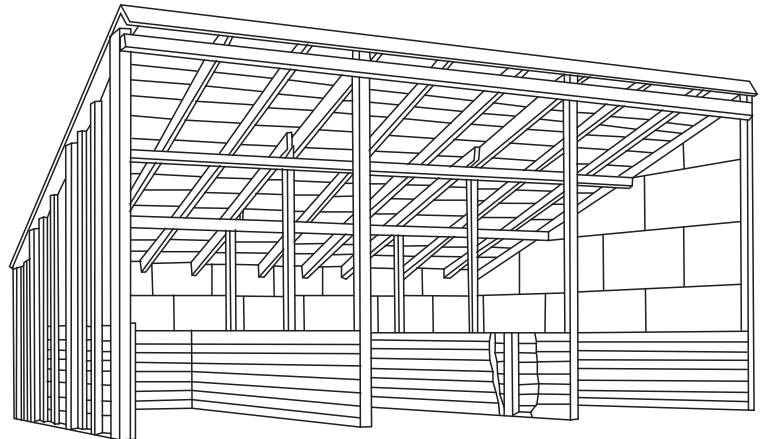
### Minimum Size 960 sq. ft.

#### TOP VIEW



length (40 ft.) x width (24 ft.) = 960 sq. ft.

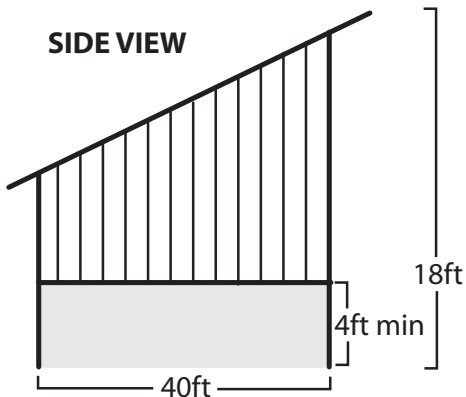
#### UT Plan T4138\*



\*<http://Bioengr.ag.utk.edu/extension/extpubs/plans/T4138.pdf>

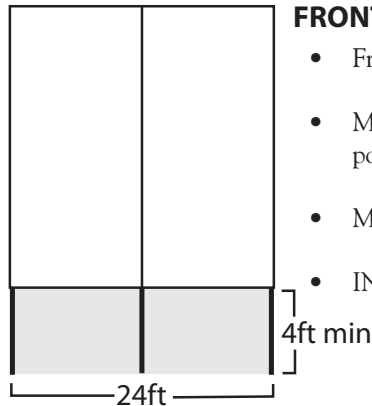
### Monoslope Roof

#### SIDE VIEW



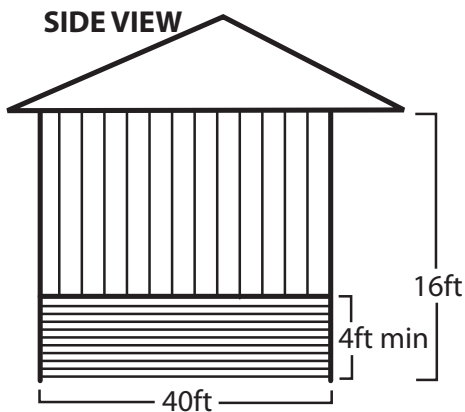
#### FRONT VIEW

- Front - must be completely open
- Monoslope roof with reinforced walls, poured concrete or boards/planks
- Minimum of two bays
- INTERIOR walls must be a min of 4 ft. high



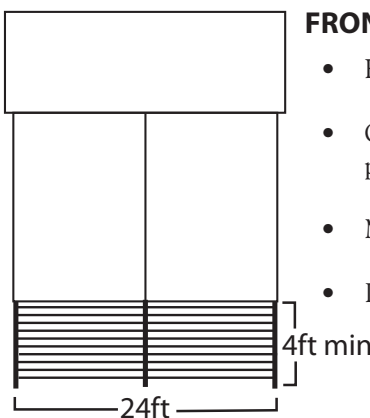
### Gable Roof

#### SIDE VIEW



#### FRONT VIEW

- Front - must be completely open
- Gable roof with reinforced walls, poured concrete or boards/planks
- Minimum of two bays
- INTERIOR walls must be a min of 4 ft. high





**REQUIRED FOR APPLICATION A APPROVAL**  
Genetics, Livestock Equipment, Hay Storage, Livestock Feed Storage, Grain Storage

**SUBSTITUTE W-9 FORM**  
**REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

---

**1. Please complete general information:**

Taxpayer Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*Reimbursement check will be mailed to this address.*

---

**2. Circle the most appropriate category below: (please circle only one)**

- 1) Individual (not an actual business)
  - 2) Joint account (two or more individuals)
  - 3) Custodian account of a minor
  - 4)
    - a. Revocable savings trust (grantor is also trustee)
    - b. So-called trust account that is not a legal or valid trust under state law
  - 5) Sole proprietorship (using a social security number for the taxpayer ID)
  - 6) Sole proprietorship (using a federal employer identification number for taxpayer ID)  
**OR** Limited Liability Company (LLC) formed as a Disregarded Entity
  - 7) A valid trust, estate, or pension trust
  - 8) Corporation **OR** Limited Liability Company (LLC) formed as a Corporation
  - 9) Association, club, religious, charitable, educational, or other non-profit organization  
**(for entities that are exempt from federal tax, use category 13 below)**
  - 10) Partnership **OR** Limited Liability Company (LLC) formed as a Partnership
  - 11) A broker or registered nominee
  - 12) Account with the US Department of Agriculture in the name of a public entity that receives agricultural program payments
  - 13) Government Agencies and organizations which are tax-exempt under Internal Revenue Service guidelines (i.e., IRC 501(c)3 entities)
- 

**3. Fill in your taxpayer identification number below: (please complete only one)**

**1) If you circled number 1-5 above, fill in your Social Security Number.**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**2) If you circled number 6-13 above, fill in your Federal Employer Identification Number (EIN).**

\_\_\_\_\_ - \_\_\_\_\_

---

**4. Sign and date the form:**

Certification - Under penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number. If I circled category 13 above, I also certify that my agency or organization is tax-exempt per Internal Revenue Service guidelines and not subject to backup withholding.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title (if applicable) \_\_\_\_\_



<b>Genetics - Livestock Equipment</b> <b>Hay Storage - Livestock Feed Storage - Grain Storage</b> 2013 Cost Share Application – Application A	Office Use Only Date Received

### 1. APPLICANT INFORMATION

Taxpayer ID Information List only one number		Social Security Number (XXX-XX-XXXX)		or	Federal Tax ID# (XX-XXXXXXX)	
Last Name		First Name		Middle Name		Title
						<input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> JR <input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> SR
Address Type	Street	City		ST	Zip Code	County
Mailing				TN		
Residential				TN		
Home Phone		Cell Phone		E-mail		
I would like to receive TAEP updates and information by text using my cell phone number.						<input type="checkbox"/> No <input type="checkbox"/> Yes

### 2. FARM/PREMISES INFORMATION

Farm Street Address		Farm City		ST	Zip Code	Farm County
				TN		
Premises Account #		Premises ID #		Property Ownership	<input type="checkbox"/> Lease <input type="checkbox"/> Owned - Applicant/Family	
<ul style="list-style-type: none"> <li>❖ TDA Premises Registration is required if applicant has livestock on their operation.</li> <li>❖ Applicant name must match contact name (primary or alternate) listed on premises account to be eligible.</li> <li>❖ Farm address must match address registered for Premises ID # listed.</li> <li>❖ If applicant does not have livestock on their operation, list farm address and indicate property ownership only.</li> </ul>						

### 3. APPLICANT CERTIFICATIONS/PERMITS

**Certification/permits must be completed by the applicant. No substitutions are allowed.**

#### BEEF CATTLE PRODUCERS

Tennessee Beef Quality Assurance (BQA) – Required	BQA Certification #:	
	BQA Expiration Date:	
UT Master Beef Producer (MBP) – Required for 50%	Completed MBP Course?	<input type="checkbox"/> No <input type="checkbox"/> Yes
	Plan to attend MBP?	<input type="checkbox"/> No <input type="checkbox"/> Yes

#### DAIRY CATTLE PRODUCERS

Tennessee Beef Quality Assurance (BQA) – Required	BQA Certification #:	
	BQA Expiration Date:	
TDA Dairy Permit # – Required to be eligible as a dairy	TDA Dairy Permit #:	
UT Quality Milk Program (TQMI) – Required for 50%	Completed TQMI Course?	<input type="checkbox"/> No <input type="checkbox"/> Yes
	Plan to attend TQMI?	<input type="checkbox"/> No <input type="checkbox"/> Yes

#### GOAT/SHEEP PRODUCERS

UT Master Meat Goat Producer (MMGP) – Required for 50%	Completed MMGP Course?	<input type="checkbox"/> No <input type="checkbox"/> Yes
	Plan to attend MMGP?	<input type="checkbox"/> No <input type="checkbox"/> Yes
TDA Dairy Permit # – Required to be eligible as a dairy	TDA Dairy Permit #:	

#### SWINE PRODUCERS

Pork Quality Assurance Plus (PQA) – Required	PQA Certification #:	
	PQA Expiration Date:	



**4. LIVESTOCK AND ACREAGE INFORMATION****Head of Livestock = maximum number of single type, regardless of sex or age, at one time during the last 12 months.**

Check Livestock Type	List # of Head	Check Livestock Type	List # of Head	Check Acreage Type	List # of Acres
<input type="checkbox"/> Cattle - Beef		<input type="checkbox"/> Poultry - Broilers		<input type="checkbox"/> Hay	
<input type="checkbox"/> Cattle - Dairy - Milk producer		<input type="checkbox"/> Poultry - Layers		<input type="checkbox"/> Corn	
<input type="checkbox"/> Cattle - Dairy - Heifer replacement		<input type="checkbox"/> Sheep - Meat		<input type="checkbox"/> Soybeans	
<input type="checkbox"/> Goats - Meat		<input type="checkbox"/> Sheep - Dairy		<input type="checkbox"/> Wheat	
<input type="checkbox"/> Goats - Dairy		<input type="checkbox"/> Swine		<input type="checkbox"/> Other	

**5. COST SHARE REQUEST SUMMARY**

- ✓ Indicate your cost share request by checking "Yes" or "No" for each program.
- ✓ Rank the programs checked "Yes" by importance for your operation in 2013.
- ✓ Show the rank by circling the number: 1=first priority, 2=second priority, 3=third priority.
- ✓ Applicants can apply for no more than three cost share requests.

Program	Check Request		Priority Rank	Additional Information	Office Use Only
<b>Genetics</b> \$1,200 Maximum	<input type="checkbox"/> No	<input type="checkbox"/> Yes	1 2 3	• Maximum reimbursement for Goats/Sheep genetics is \$350	<input type="checkbox"/> A <input type="checkbox"/> D
<b>Livestock Equipment</b> \$3,500 Maximum	<input type="checkbox"/> No	<input type="checkbox"/> Yes	1 2 3	• Approvals will be allocated maximum amount	<input type="checkbox"/> A <input type="checkbox"/> D
<b>Applicants who received a Hay Storage approval in 2012 are NOT ELIGIBLE to apply for Hay Storage funds in 2013.</b>					
<b>Hay Storage</b> \$7,500 Maximum	<input type="checkbox"/> No	<input type="checkbox"/> Yes	1 2 3	• Approvals will be allocated maximum amount • Reimbursements for Hay Storage will be based on actual invoice costs up to maximum per square foot • Reimbursements for Livestock Feed Storage and Grain Storage will be based on actual invoice costs up to maximum	<input type="checkbox"/> A <input type="checkbox"/> D
<b>Livestock Feed Storage</b> \$10,000 Maximum	<input type="checkbox"/> No	<input type="checkbox"/> Yes	1 2 3		<input type="checkbox"/> A <input type="checkbox"/> D
<b>Grain Storage</b> \$15,000 Maximum	<input type="checkbox"/> No	<input type="checkbox"/> Yes	1 2 3		<input type="checkbox"/> A <input type="checkbox"/> D

**6. APPLICANT AGREEMENT**

- I certify that I am a citizen of the United States of America and/or lawfully present in the United States.
- I certify that I am a resident of Tennessee and that I am at least 18 years old on application date.
- I have reviewed and understand all of the guidelines listed in this application booklet.
- I understand that it is my responsibility to ensure that my project is eligible and meets all TAEP criteria.
- I certify that all the information on this application is complete, true and factual to the best of my knowledge and belief.
- I understand that providing any false, fraudulent or misleading information may result in penalties and/or make this farm/tract ineligible to participate in present and/or future Tennessee Department of Agriculture programs.
- I also understand that failure to utilize allocated funds can affect eligibility for future programs.

Print Applicant Name

Date

Applicant Signature

**7. HOW TO SUBMIT "APPLICATION A"**

- ☐ Review each section of application for completeness.
- ☐ Fill in all blanks and check appropriate boxes where requested.
- ☐ Attach Substitute W-9 form (page 14).
- ☐ NO FAXES OR EMAILS ACCEPTED - Applications are only accepted by mail or hand delivery.

**Mail to:**  
**TN Dept. of Agriculture**  
**Attn: TAEP FY2013-A**  
**P.O. 40627**  
**Nashville, TN 37204**

**Printed applications must be postmarked June 1 – 7, 2013 or hand delivered June 3 – 7, 2013.**  
**Applicant will be notified in writing of approval or denial of application. Allow 10 weeks for processing.**

## PRODUCER DIVERSIFICATION

Eligible Industry	Application Proposal	35% Standard Producer	50% Master Producer
Agritourism Fruits & Vegetables Honey Bees Horticulture Organics Value-Added Products	Required for all	\$10,000 Max	\$15,000 Max

### PROGRAM GOALS:

Encourage agricultural producers to expand or improve their operations through the production of diversified agricultural products.

### MASTER PRODUCER - Special Requirements for 50% Cost Share

Each industry sector has an opportunity to receive a 50% cost share. Events or certifications that qualify are listed below.

A full list of eligible events with locations is available in each sector criteria sheet at [www.tn.gov/taep](http://www.tn.gov/taep). Use the Producer Program button and follow the links to the Producer Diversification page and find your appropriate sector(s). These are updated as new events are scheduled.

- Applicants must attend certain events related to their operation or obtain required certification
- Applicants must have participated in events from 2011 - 2014
- All certifications must be completed by the applicant prior to the program reimbursement deadline

<b>Agritourism</b>	Applicant must have attended two events from the list below. One event MUST be a Tennessee Agritourism Conference or Direct Marketing Sense Course. <ul style="list-style-type: none"> <li>• Tennessee Agritourism Conference</li> <li>• Direct Marketing Sense Course</li> <li>• Agritourism or Direct Marketing Workshop</li> </ul>
<b>Fruits and Vegetables</b>	The Fruits and Vegetables sector includes Viticulture. Applicant has two options to qualify for 50% cost share. <b>Option 1</b> Applicant must have attended two events from the list below. One event MUST be a Tennessee Horticultural Expo. <ul style="list-style-type: none"> <li>• Tennessee Horticultural Expo</li> <li>• Direct Marketing Workshop</li> <li>• Good Ag Practices (GAP) Food Safety Workshop</li> </ul> <b>Option 2</b> Producers that are GAP certified through an up to date audit at the time of reimbursement can qualify for 50% with their certification.
<b>Honey Bees</b>	Applicant must complete the UT BeeMaster Course prior to reimbursement deadline.
<b>Horticulture</b>	Applicant must complete the UT Master Nursery Course prior to reimbursement deadline.
<b>Organics</b>	Applicant must be USDA certified or working towards certification to qualify. Include copy of certification or letter from the certifying agency verifying that you are working towards certification. Producer must be certified at time of reimbursement.
<b>Value-Added Products</b>	Applicant must complete the Direct Marketing Sense Course and Direct Marketing Workshop prior to reimbursement deadline.

# PRODUCER DIVERSIFICATION GUIDELINES

## Application Review Criteria

- The application proposal and budget must be typed in requested format.
- Applications will be evaluated on a competitive basis by industry sector. TDA staff will conduct application reviews.
- Only applications that are complete and include sufficient information will be considered for evaluation.
- The application must merit financial support, clearly state objectives, provide a sound work plan and prove applicant expertise necessary to successfully complete project. An on-site visit or meeting may be required as part of the evaluation process.

## Cost Share Project Criteria

Proposed activities for cost share must demonstrate significant potential for increasing farm income through the improvement or expansion of farm or agribusiness operations involving the production of diversified agricultural products. In addition, proposed activities must:

- Be market driven and have a viable marketing plan.
- Establish something new, not maintain on-going projects.
- Meet all state and local food safety and regulatory requirements.
- Produce long term benefits for the farm.
- Encourage future farm growth.

## Project Categories

The cost share project may include items from three categories of eligible expenses. The overall project may include items from one or more categories. Some elaborate projects include items from all three categories. Examples of eligible and ineligible items per category are listed below.

### FARM INFRASTRUCTURE - Installations that facilitate the production of diversified agricultural products

Infrastructure must be built on applicant owned land or land owned by a member of the applicant's immediate family. Activities must have a life span of least three years. Labor is only reimbursable if quoted and performed by a contractor. *Labor is not eligible for reimbursement if performed by the applicant or their employees.*

#### Eligible Examples

- Greenhouses
- Retail shelters
- Pavilions
- Public use considerations – hand washing stations, lighting, parking areas, restroom facilities, safe way areas

#### Ineligible Examples

- Clearing of land and general landscaping
- Fencing
- General maintenance/renovations
- Barns, storage facilities, show facilities
- Permits
- Water source creation – ponds or wells

### MARKETING - Promotional efforts that benefit the expansion or improvement of diversified agricultural operations

Emphasis is placed on activities that are innovative to the operation and/or have long term benefits. It is recommended that marketing activities involve professional agencies/services. Trade shows are not eligible for funding unless they are part of a TDA program.

#### Eligible Examples

- Signs
- Web site development
- E-commerce systems

#### Ineligible Examples

- Advertising - billboard, brochures, print, radio, television
- Give-a-way promotional items
- Office equipment and supplies
- Trade shows

### SPECIALTY EQUIPMENT - Specialized tools or equipment that aids in the production of diversified agricultural products

Items must have a life span of least three years. *Used equipment is not eligible.*

#### Eligible Examples

- Automated harvesters
- Chilling units/coolers
- Custom crushers
- Greenhouse heaters
- Spray and irrigation equipment

#### Ineligible Examples

- General motorized equipment - ATVs, forklifts, golf carts, mowers, tractors, trucks
- General inputs - fertilizer, fuel, operational supplies, pesticides, seed stock
- Used equipment



## EXAMPLES OF ELIGIBLE COST SHARE ACTIVITY BY INDUSTRY SECTOR

Additional cost share activity examples are available at [www.tn.gov/taep](http://www.tn.gov/taep), see Producer Programs - Producer Diversification.

### Agritourism

- Hand washing stations
- Handicap accessible areas
- Lighting - public areas
- Parking areas - gravel or pavement
- Pavilions - educational
- Public address (PA) systems
- Restroom facilities
- Retail shelters
- Safe way areas
- Signs
- Web site development

### Fruits and Vegetables

- Apple/peach liners for orchards
- Blackberry/blueberry/raspberry stock
- Chilling units
- Freezer
- Grape vine stock
- Greenhouse
- Greenhouse fans and heaters
- Harvest containers
- Irrigation
- Packing facility
- Plastic mulch layer
- Row covers
- Sprayers
- Trellis materials for berries and vines
- Walk-in cooler

### Honey Bees

- Apiaries must be registered with the State of Tennessee
- Minimum requirements include three years beekeeping experience and minimum of ten (10) existing colonies
- Eligible Items:
  - Apiary expansion
  - Honey processing equipment
  - Honey processing facilities (Minimum five years beekeeping experience and thirty (30) existing colonies)
  - Trailers for pollination service

### Horticulture

- Greenhouse
- Irrigation system
- Packing facility
- Cold storage
- Potting wagon
- Sprayer
- Tree spade

### Organics

- Flail mower
- Greenhouse
- Hoop house
- Irrigation
- Roller crimper
- Spader

### Value-Added Products

Must use the raw product from the applicant's farm as the source for any processed product

- Cold storage
- E-commerce development
- Loading dock
- Retail shelters
- Packaging equipment
- Processing equipment
- Web site development



## EXAMPLES OF INELIGIBLE ITEMS

- Advertising
- Arena - livestock
- Barn - livestock
- Building - lodging, show facility, storage
- Cash registers
- Chemicals/pesticides
- Concession stands
- Containers - bottles, pots
- Driveways
- Electrical service bills
- Fees - membership, hosting, domain
- Fencing
- Fertilizer
- Fuel
- Give-a-way promotional items
- General inputs
- Ingredients
- Labor - applicant or employees of applicant
- Landscaping
- Land - clearing of
- Livestock
- Maintenance/renovations of existing structures
- Meeting expenses
- Merchandise
- Motorized equipment/vehicles
- Motorized amusement rides
- Office equipment/supplies
- Permits
- Plants
- Point of sale systems
- Product development
- Property - purchase or debt payment
- Rent
- Salaries, wages, fringe benefits
- Seeds - produce, nursery, flowers, etc.
- Software
- Trade shows
- Trailers - livestock
- Used equipment
- Water source creation - ponds/wells
- Winemaking equipment

**REQUIRED FOR APPLICATION B APPROVAL**  
Producer Diversification

**SUBSTITUTE W-9 FORM**  
**REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

---

**1. Please complete general information:**

Taxpayer Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*Reimbursement check will be mailed to this address.*

**2. Circle the most appropriate category below: (please circle only one)**

- 1) Individual (not an actual business)
- 2) Joint account (two or more individuals)
- 3) Custodian account of a minor
- 4)
  - a. Revocable savings trust (grantor is also trustee)
  - b. So-called trust account that is not a legal or valid trust under state law
- 5) Sole proprietorship (using a social security number for the taxpayer ID)
- 6) Sole proprietorship (using a federal employer identification number for taxpayer ID)  
**OR** Limited Liability Company (LLC) formed as a Disregarded Entity
- 7) A valid trust, estate, or pension trust
- 8) Corporation **OR** Limited Liability Company (LLC) formed as a Corporation
- 9) Association, club, religious, charitable, educational, or other non-profit organization  
**(for entities that are exempt from federal tax, use category 13 below)**
- 10) Partnership **OR** Limited Liability Company (LLC) formed as a Partnership
- 11) A broker or registered nominee
- 12) Account with the US Department of Agriculture in the name of a public entity that receives agricultural program payments
- 13) Government Agencies and organizations which are tax-exempt under Internal Revenue Service guidelines (i.e., IRC 501(c)3 entities)

**3. Fill in your taxpayer identification number below: (please complete only one)**

**1) If you circled number 1-5 above, fill in your Social Security Number.**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**2) If you circled number 6-13 above, fill in your Federal Employer Identification Number (EIN).**

\_\_\_\_\_ - \_\_\_\_\_

**4. Sign and date the form:**

Certification - Under penalties of perjury, I certify that the number shown on this form is my correct taxpayer identification number. If I circled category 13 above, I also certify that my agency or organization is tax-exempt per Internal Revenue Service guidelines and not subject to backup withholding.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Producer Diversification

## 2013 Cost Share Application – Application B

Office Use Only  
Date Received

### 1. APPLICANT INFORMATION

Taxpayer ID Information List only one number		Social Security Number (XXX-XX-XXXX)		or	Federal Tax ID# (XX-XXXXXXX)	
Last Name		First Name		Middle Name		Title <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> JR <input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> SR
Street		City		ST	Zip Code	County
Address Type						
Mailing					TN	
Residential					TN	
Home Phone		Cell Phone		E-mail		
I would like to receive TAEP updates and information by text using my cell phone number.						<input type="checkbox"/> No <input type="checkbox"/> Yes

### 2. FARM/PREMISES INFORMATION

Farm Street Address		Farm City		ST	Zip Code	Farm County
				TN		
Premises Account #		Premises ID #		Property Ownership	<input type="checkbox"/> Lease <input type="checkbox"/> Owned - Applicant/Family	
<ul style="list-style-type: none"> <li>❖ TDA Premises Registration is required if applicant has livestock on their operation.</li> <li>❖ Applicant name must match contact name (primary or alternate) listed on premises account to be eligible.</li> <li>❖ Farm address must match address registered for Premises ID # listed.</li> <li>❖ If applicant does not have livestock on their operation, list farm address and indicate property ownership only.</li> </ul>						

### 3. INDUSTRY SECTOR

Check primary sector that applies to your cost share request.		
<input type="checkbox"/> Agritourism	<input type="checkbox"/> Fruits & Vegetables	<input type="checkbox"/> Honey Bees
<input type="checkbox"/> Horticulture	<input type="checkbox"/> Organics	<input type="checkbox"/> Value-Added Products

### 4. MASTER PRODUCER – Special Requirements for 50% Cost Share

<ul style="list-style-type: none"> <li>❖ Each industry sector has an opportunity to receive a 50% cost share.</li> <li>❖ Events or certifications that qualify are listed on page 17.</li> <li>❖ All events or certifications must have been completed from 2011-2014 and by the reimbursement deadline.</li> <li>❖ Attendance/certification must be completed by the applicant. No substitutions allowed.</li> </ul>		
<input type="checkbox"/> YES – I've completed the requirements for 50% <input type="checkbox"/> YES – I plan to complete the requirements for 50% <input type="checkbox"/> NO – Not interested		

### 5. APPLICATION PROPOSAL - continued on back

<ul style="list-style-type: none"> <li>❖ Complete application proposal questions listed on the reverse of this page.</li> <li>❖ Proposals must be typed in requested format and no longer than five pages in length, excluding cost quotes.</li> <li>❖ General instructions and proposal guide is available upon request.</li> </ul>		
--	--	--

### 6. APPLICANT AGREEMENT

<ul style="list-style-type: none"> <li>• I certify that I am a citizen of the United States of America and/or lawfully present in the United States.</li> <li>• I certify that I am a resident of Tennessee and that I am at least 18 years old on application date.</li> <li>• I have reviewed and understand all of the guidelines listed in this application booklet.</li> <li>• I certify that all the information on this application is complete, true and factual to the best of my knowledge and belief.</li> <li>• I understand that providing any false, fraudulent or misleading information may result in penalties and/or make this farm/tract ineligible to participate in present and/or future Tennessee Department of Agriculture programs.</li> <li>• I also understand that failure to utilize allocated funds can affect eligibility for future programs.</li> </ul>		
Print Applicant Name	Date	Applicant Signature

Application B general instructions are available online at [www.tn.gov/taep](http://www.tn.gov/taep) or from your local extension office.



**(5. APPLICATION PROPOSAL – continued from front)****1) Briefly describe your agricultural operation.**

- a. Industry sector (s)/type of business
- b. Years in business - (1) production agriculture and (2) other agribusiness (e.g. agritourism, garden center, etc.)
- c. Number of employees - full, part-time, seasonal
- d. Acreage in production
- e. Sales income from on-farm production agriculture – based on sales for the last 3 years (2010, 2011, 2012)
- f. Sales income from other products, services, and/or events – based on sales for the last 3 years (2010, 2011, 2012)
- g. Types of products produced – currently and previously
- h. Indicate any expansions or downsizing – past, present, future

**2) If you have applied for TAEP cost share previously, list each cost share received in the format provided below.**

Fiscal Year	Program	Project Description	\$ Allocated/\$ Paid
FY12-13	Producer Diversification	Greenhouse	\$ 5,600 / \$ 5,485

**3) Describe your proposed cost share project(s).**

- a. List each proposed project (e.g., greenhouse, retail shelter, sprayer, website)
- b. List projected increase in annual income generated for the next three years as a result of your project(s)
- c. Explain how each project will improve or expand your operation
- d. Indicate whether you had help in planning this project from a county extension agent, industry expert, specialized group or association. List key individuals and their titles.

**4) Outline the steps and time line for completing your project(s) by program deadline of May 1, 2014.****5) Summarize your marketing plan for your diversified agricultural products.**

- a. List how and where your products are or will be sold
- b. Specify marketing activities that are currently utilized in your operation (e.g., auctions/organized sales, brochures, e-commerce, print media, radio, signs, television, website, etc.)
- c. Competitive advantage (indicate what sets your product apart from your competitors)

**6) Provide a detailed, line-item budget for each proposed project using the format presented below.**

- a. Research all costs associated with project(s). List each item and its cost on a separate line. Provide the source of the cost quote with a phone number or attach a written cost estimate from the vendor, with complete contact information for the vendor.
- b. Written cost estimates are required if projects are: large scale (e.g., greenhouse, retail shelter, restrooms), include many components (e.g., irrigation system), or involve labor.
- c. LABOR: In order to be eligible for cost share reimbursement, labor must be quoted and performed by a contractor. Labor is NOT eligible for reimbursement if performed by the applicant or their employees.
- d. The total amount of cost share requested cannot exceed the maximum of \$10,000 (35%) or \$15,000 (50%).

Follow sample budget format table below:

Item Description	Source of Cost Quote	Cost	Cost Share %	Request
Greenhouse (16 x 95)	JR Construction – see attached quote	\$7,800.00	50%	\$ 3,900.00
Sign – vinyl banner	FedExKinko's 615-771-7999	\$ 225.00	50%	\$ 112.50
Total Amount of Cost Share Requested:				\$4,012.50

**7. HOW TO SUBMIT “APPLICATION B”**

- ☐ Fill in all blanks and check appropriate boxes where requested.
- ☐ Attach application proposal and cost quotes.
- ☐ Attach Substitute W-9 form (page 20).
- ☐ NO FAXES OR EMAILS ACCEPTED - Applications are only accepted by mail or hand delivery.

**Mail to:** TN Dept. of Agriculture  
**Attn:** TAEP FY2013-B  
**P.O. 40627**  
**Nashville, TN 37204**

**Printed applications must be postmarked June 1 – 7, 2013 or hand delivered June 3 – 7, 2013.**  
**Applicant will be notified in writing of approval or denial of application. Allow 10 weeks for processing.**

## TAEP APPLICATION A – Quick Reference for 2013 Program Requirements

Producer Type	Genetics \$1,200 Max	Livestock Equipment \$3,500 Max	Hay Storage \$7,500 Max	Livestock Feed Storage \$10,000 Max	Grain Storage \$15,000 Max
<b>Cattle</b> <i>Beef/Dairy</i>	<ul style="list-style-type: none"> <li>• 30 Head min.</li> <li>• Owned or leased land</li> <li>• Premises ID</li> <li>• BQA</li> <li>• Standard = 35%</li> <li>• MBP or TQMI = 50%</li> </ul>	<ul style="list-style-type: none"> <li>• 30 Head min.</li> <li>• Owned or leased land</li> <li>• Premises ID</li> <li>• BQA</li> <li>• Standard = 35%</li> <li>• MBP or TQMI = 50%</li> <li>• Permit - Dairy</li> </ul>	<ul style="list-style-type: none"> <li>• 30 Head min.</li> <li>• Land ownership required</li> <li>• Premises ID</li> <li>• BQA</li> <li>• Standard = 35%</li> <li>• MBP or TQMI = 50%</li> </ul>	<ul style="list-style-type: none"> <li>• 100 Head min.</li> <li>• Land ownership - sheds &amp; silos</li> <li>• Premises ID</li> <li>• BQA</li> <li>• Standard = 35%</li> <li>• MBP or TQMI = 50%</li> <li>• Permit - Dairy</li> </ul>	
<b>Goats/Sheep</b> <i>Meat/Dairy</i>	<div style="border: 1px solid black; padding: 2px; text-align: center;">\$350 Max</div> <ul style="list-style-type: none"> <li>• 50 Head min. (combined)</li> <li>• Owned or leased land</li> <li>• Premises ID</li> <li>• Standard = 35%</li> <li>• MMGP or TQMI = 50%</li> <li>• MMGP or TQMI = 50%</li> </ul>	<ul style="list-style-type: none"> <li>• 50 Head min. (combined)</li> <li>• Owned or leased land</li> <li>• Premises ID</li> <li>• Standard = 35%</li> <li>• MMGP or TQMI = 50%</li> <li>• Permit - Dairy</li> </ul>	<ul style="list-style-type: none"> <li>• 50 Head min. (combined)</li> <li>• Land ownership required</li> <li>• Premises ID</li> <li>• Standard = 35%</li> <li>• MMGP or TQMI = 50%</li> </ul>	<ul style="list-style-type: none"> <li>• 150 Head min. (combined)</li> <li>• Land ownership - sheds &amp; silos</li> <li>• Premises ID</li> <li>• Standard = 35%</li> <li>• MMGP or TQMI = 50%</li> <li>• Permit - Dairy</li> </ul>	
<b>Hay</b>			<ul style="list-style-type: none"> <li>• 50 Acres of hay production</li> <li>• Land ownership required</li> <li>• Premises ID if livestock present</li> <li>• Standard = 35%</li> <li>• MBP or MMGP = 50%</li> </ul>		
<b>Poultry</b> <i>Broilers</i>				<ul style="list-style-type: none"> <li>• 10,000/yr min.</li> <li>• Land ownership - sheds &amp; silos</li> <li>• Premises ID</li> <li>• Standard = 35%</li> </ul>	
<b>Poultry</b> <i>Layers</i>				<ul style="list-style-type: none"> <li>• 5,000/yr min.</li> <li>• Land ownership - sheds &amp; silos</li> <li>• Premises ID</li> <li>• Standard = 35%</li> </ul>	
<b>Swine</b>				<ul style="list-style-type: none"> <li>• 100 Head min.</li> <li>• Land ownership - sheds &amp; silos</li> <li>• Premises ID</li> <li>• Standard = 35%</li> <li>• PQA Plus</li> </ul>	
<b>Grain</b>					<ul style="list-style-type: none"> <li>• 100 Acres in row crop production</li> <li>• Land ownership - bins &amp; permanent equipment</li> <li>• Premises ID if livestock present</li> <li>• Standard = 35%</li> </ul>
<b>Abbreviations</b>	<p>BQA=Beef Quality Assurance  MBP=Master Beef Producer  PQA=Pork Quality Assurance  TQMI=TN Quality Milk Initiative  MMGP=Master Meat Goat Producer</p> <p>Head of livestock refers to maximum number of single type, regardless of sex or age, <b>at one time</b> during last 12 months.  Goats/Sheep can be combined to meet minimum number requirement.  Land ownership refers to the property where permanent structures will be built. Projects must be built or installed on land located in TN.</p>				



livestock.genetics@tn.gov  
livestock.equipment@tn.gov  
hay.storage@tn.gov  
livestock.feedstorage@tn.gov  
grain.storage@tn.gov  
producer.diversification@tn.gov  
taep.outreach@tn.gov  
taep.online@tn.gov

Tennessee Agricultural Enhancement Program  
Tennessee Department of Agriculture  
Ellington Agricultural Center  
P.O. Box 40627  
Nashville, TN 37204

**Information Line**  
**1.800.342.8206**



Physical Address  
Ellington Agricultural Center  
Holeman Building  
440 Hogan Road  
Nashville, TN 37220